



ISFAQ SAJJADH MOHAMED MUSTAPHA

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Doha, Qatar

ISFAQ SAJJADH

ADMINISTRATIVE PROFESSIONAL

Dedicated and results-driven administrative professional with over 7 years of experience in efficiently managing office operations and providing crucial support to ensure the smooth functioning of organizations. Highly organized with a keen eye for detail, I excel in multitasking and prioritizing tasks to meet deadlines. Proficient in office software and technology, I have a track record of delivering administrative excellence in various roles.

WORK EXPERIENCE

HEALTH CARE PHARMACY L.L.C. (DOLPHIN GROUP), QATAR

OFFICE ADMINISTRATOR, May 2024 – Present

- Manage agendas, travel plans and appointments for upper management
- Manage emails, letters, packages, phone calls and other forms of correspondence
- Oversaw the processing and settlement of monthly utility bills (Kahramaa, internet, etc.) for the office, maintaining accurate records and ensuring on-time payments
- Support HR functions such as onboarding new staff and maintaining employee records.
- Coordinate to renew the government documents (CR, Trade License) according to the Qatar Municipal Council rules etc.
- Support bookkeeping and budgeting procedures for the company
- Create and update databases and records for financial information, personnel and other data
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures
- Ensure the office environment is well-organized, efficient, and professionally maintained.
- Submit reports and prepare proposals and presentations as needed
- Assist in procurement-related tasks, including vendor management and contract administration.
- Receive purchased items and check quality, quantity and specifications.

AROGYA FARM (PVT) LTD, SRI LANKA

ADMIN EXECUTIVE, Feb 2022 – Sep 2023

- Oversaw daily operations encompassing production, pricing, sales, and product distribution.
- Offered high-level administrative support to Managers, facilitating smooth workflow and executive efficiency.
- Ensured proper filing and organization of documents, both digital and physical, maintaining a systematic record-keeping system.
- Drafted, edited, and proofread official correspondence, reports, and presentations to maintain high standards of communication.
- Ensured the office was well-stocked with essential supplies and that all equipment was maintained and operational.
- Managed relationships with vendors, suppliers, and service providers to ensure reliable and collaborative partnerships.

SAS TECH ENGINEERS (PVT) LTD, SRI LANKA

ADMINISTRATIVE OFFICER, Nov 2018 – Feb 2022

- Organized and supervised day-to-day office activities to ensure operations adhered to policies and regulations.
- Maintained accurate work logs of construction activities, job information sheets, and project team rosters.
- Worked with the accounting teams to set budgets, monitor spending, and processed payroll and other expenses.

EDWARD AND CHRISTIE, SRI LANKA

ADMINISTRATION EXECUTIVE, Apr 2015 – Oct 2018

- Prepared purchase orders, invoices and documented all construction activities and evaluating the progress of construction projects.
- Assisted to hire subcontractors and labourers and coordinated their schedule.
- Coordinated with Government Authorities and other relevant agencies to process the project works in accordance with company standards.

TRANSIT RENT A CAR & TOUR, SRI LANKA

SALES AND OPERATION EXECUTIVE, Apr 2011 – Mar 2015

- Ensured that all the vehicles are maintained in good condition
- Assisted customers with reservations over the phone calls or in person.
- Maintained and updated rental agreement files.
- Made travel arrangements including hotel accommodation for local and international customers.

EDUCATION

- **Post Graduate Diploma (P.G.D) in Strategic Management and Leadership**, Level 7 - London Management Qualification (United Kingdom)
- **Diploma in Business Management**
- **Microsoft Certified Professional (M.C.P) Training**
- **Edexcel BTEC Level 3 Advanced Diploma in Computer Studies** (United Kingdom)
- **Diploma in Information Communication Technology**
- **Diploma in Graphic Designing**

SKILLS

- EXCEPTIONAL ORGANIZATIONAL AND TIME MANAGEMENT SKILLS.
- PROVEN ABILITY TO HANDLE MULTIPLE TASKS AND PRIORITIZE EFFECTIVELY.
- STRONG ATTENTION TO DETAIL, ENSURING ACCURACY IN ALL ADMINISTRATIVE TASKS.
- EXCELLENT COMMUNICATION AND INTERPERSONAL ABILITIES.
- PROFICIENT IN MICROSOFT OFFICE SUITE, ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR.
- ADEPT AT COORDINATING MEETINGS, MANAGING CALENDERS AND HANDLING CONFIDENTIAL INFORMATION.
- KNOWLEDGE OF FILING AND UPDATING RECORDS.
- EXPERIENCED IN IMPROVING WORKFLOW EFFICIENCY AND STREAMLINING ADMINISTRATIVE PROCESSES.

LANGUAGE

- **English** – Excellent
- **Tamil** – Native
- **Malayalam** – Fair

I hereby affirm that the information provided is both accurate and truthful to the best of my knowledge.

ISFAQ SAJJADH MOHAMED MUSTAPHA